



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009



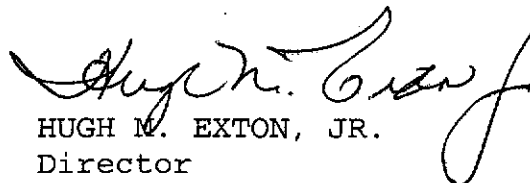
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7 NOV 2002

MEMORANDUM FOR SWRO Personnel

SUBJECT: Army Purchase Card, Guidance Memo #3

1. The Army Purchase Card is an effective tool to increase efficiency and effectiveness in acquiring micro-purchases and reducing overhead costs. The purchase card is governed and restricted by applicable regulations and policy.
2. I expect each division chief/team leader to assure that the Army Purchase Card is utilized properly in accordance with applicable law, regulation and guidance and insist that good business sense is applied to purchases made with the purchase card.
3. Unauthorized items, or items that are nonessential to the mission, will not be obtained with the purchase card. All items must be purchased in accordance with Department of the Army Blanket Purchase Agreements (BPAs). Mandatory use of BPAs will ensure the use of blind and severely disabled vendors under the Javits-Wagner-O'Day (JWOD) program.
4. Questions or concerns about the Army Purchase Card can be addressed to the Administrative Officer.


HUGH M. EXTON, JR.
Director